

Less formal but supportive reference

Subject: Reference for [Employee Name]

Dear [Recipient Name],

I am happy to provide a character reference for [Employee Name]. They have been a valued member of our team at [Company Name] for [duration] and have always shown professionalism, kindness, and a strong sense of responsibility.

I believe they would be a great asset in any professional setting, and I wholeheartedly support their application.

Best regards,

[Your Name]

[Your Position]

[Date]

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